

Basic Timeline for Head Coaches



AUGUST

- Schedule meeting with school Site Coordinator regarding start-up
- Email last year's coaches to ensure ongoing commitment
- Conduct Head Coach Meeting
- Host Fall Kick-Off and Training

AUGUST/SEPTEMBER

- Set up Coaching Room
- Set up Student Folders

SEPTEMBER

- Meet with school Site Coordinator regarding pre-testing, coaching schedule, start date, student information required, and school calendar
- Email coaches regarding orientation and first week of coaching
- Conduct pre-testing (see Pre-Test Instructions for Head Coaches, p. 47)
 - Schedule pre-testing
 - Select and train coaches to pre-test students
 - Prepare pre-test cards and gather supplies
 - Pre-test students
 - Record pre-test scores in Head Coach's Workbook (may be completed by Scheduler)
 - Forward pre-test scores and schedules to ARISE2Read office
- Prepare coaching schedule
- Prepare student labels, folders, and Fry Sight Word Lists
 - Draw a line at the student's Beginning Fry Word Number
 - Circle words missed during pre-testing that come before the student's Beginning Fry Word Number
 - Highlight all columns of words mastered during pre-testing
- Conduct orientation for coaches
- Begin coaching (typically last week of September)

NOVEMBER

- Plan Christmas book purchase (if provided by adopter)

DECEMBER

- Determine last day of coaching and start date in January with school Site Coordinator
- Communicate last day of coaching and start date in January with teachers and coaches

JANUARY

- Remind coaches of start date
- Update student rosters

MARCH

- Collaborate with school Site Coordinator to determine last day of coaching and post-testing dates
- Email coaches with end of year schedule

APRIL/MAY

- Select and train coaches to post-test students
- Conduct post-testing (see Post-Test Instructions for Head Coaches, p. 47)
- Record post-test data and submit to ARISE2Read and school Site Coordinator
- Close Coaching Room (return or dispose of files as directed by school district)